

**Application for
Professional Limited Liability Company Licensure
to Practice Engineering and/or Land Surveying
in North Carolina**

under the provisions of

NC G.S. 57D — THE NORTH CAROLINA PROFESSIONAL LIMITED LIABILITY COMPANY ACT



Application Fee: \$ 100.00

THE NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS
4601 Six Forks Road, Suite 310
Raleigh, North Carolina 27609
(919) 791-2000

Board Use Only	
Fee:	
Approved:	

Credit Card Information Sheet

Accepted Credit Cards: Visa, MasterCard, Discover

To pay the Application Fee by credit card, the following information **must** be provided:

Amount charged will be: **\$100.00** (Application Fee)

Check Card Type: Visa MasterCard Discover

Credit Card Number: _____

Exact Name as it as it appears on Card: _____

Card Expiration Date (enter Mo/Yr): _____

Typed Name of Cardholder: _____

Signature of Cardholder: _____

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer.

APPLICATION INSTRUCTIONS

GENERAL

All Applications must be complete and returned with the original signature to the Board office. The **non-refundable** \$100.00 application fee is payable by check, money order or credit card (Visa, MasterCard, Discover). Checks or Money Orders should be made payable to the NC Board of Examiners. If paying by Credit Card, applicant must submit the attached Credit Card Information Sheet.

APPLICATION

1. Applicants must complete the entire application form. Incomplete Applications will not be processed and will be returned to the applicant. Sections A & B must account for 100% of the Firm Membership. **Please include Cover Page of the application.**
2. If licensee in Section A is not a NC licensee then provide one state of licensure and corresponding license number where they are a licensed engineer, land surveyor or other service in good standing that will also be authorized in North Carolina. The state listed must be one where the firm is also authorized to practice that service.
3. Each office in Section C that will offer engineering and/or land surveying services must list a NC licensee for that profession (engineering and/or land surveying only) and their corresponding license number. Resident Licensees for in-state offices must comply with the Resident requirement in NCAC Title 21, Chapter 56 (Board Rules), Section .0901(c). Out-of-State locations must designate one licensee in each profession as the licensee in Responsible charge of services from that location.
4. A Member of the Firm and licensed North Carolina Engineer or Land Surveyor must sign the certificate and have it notarized.
5. If applying as a Domestic Professional Limited Liability Company, In addition to the PLLC Application, submit a copy of the proposed Articles of Organization (NC Secretary of State Form PLLC-02) and copy of the proposed *Operating Agreement* with the Professional Limited Liability Company Application.
6. If applying as a Foreign (out-of-state) Professional Limited Liability Company, in addition to the PLLC Application, submit a copy of the proposed Application for Certificate of Authority (NC Secretary of State Form PLLC-01), copy of existing *Articles of Organization* and any *amendments* to present, a *Certificate of Good Standing/Existence* less than (6) months old from the state where the firm was originally organized and a copy of the firms *Operating Agreement* and any *amendments* to present.
7. Upon approval of the application, a *Certificate for Filing* and additional instructions will be forwarded to the applicant, for use in support of the filing of the *Articles of Organization*, *Certificate of Authority*, or *amendments* to existing documents with the North Carolina Department of the Secretary of State. **No documents may be filed with the Secretary of State until approval is received by this office.**
8. If the Firm is applying to offer additional professional services as listed under G.S. 55B-14 (Architecture, Landscape Architecture, Soil Science and/or Geology), a separate application will need to be submitted to the appropriate licensing board(s) in North Carolina.
9. Subsequent to the Secretary of State filing, **THE FIRM MUST FORWARD A COPY OF THE RECORDED DOCUMENTS RETURNED TO THEM TO THE BOARD OF EXAMINERS TO COMPLETE THE LICENSURE PROCESS.** The documents may be mailed, faxed (919) 791-2011, or e-mailed to the Director of Business Licensure (firms@ncbels.org).

ANNUAL RENEWAL

1. Certificates of Licensure for Professional Limited Liability Companies licensed under the provisions of Chapters 57C and 89C of the North Carolina General Statutes expire in accordance with the provisions of 21 NCAC 56.804(b).
2. Upon written application of the Professional Limited Liability Company, accompanied by the required renewal fee, the Board shall renew the Certificate of Licensure of a Professional Limited Liability Company as required by statute, provided the Board finds that the Professional Limited Liability Company has complied with all other regulations and the provisions of §89C.
3. If the Professional Limited Liability Company does not apply for renewal of the Certificate of Licensure within (30) days after the date of the expiration of such Certificate, the Certificate of Licensure shall be automatically suspended. The Certificate of Licensure may be reinstated within one year upon receipt of the renewal fee plus a reinstatement fee.
4. Failure of a Professional Limited Liability Company to renew the Certificate of Licensure for a period of one year shall require the Professional Limited Liability Company to submit a new application and meet all other requirements in effect for licensure.
5. Renewal forms will be mailed to Licensees in good standing one month before prior to expiration. Upon receipt of the completed renewal documents by the Board, a Certificate of Renewal will be sent to the Professional Limited Liability Company.

APPLICATION FOR LICENSURE AS A PROFESSIONAL LIMITED LIABILITY COMPANY

Type or Print Name of Professional Limited Liability Company (or proposed name). Firm must use "PLLC" after name in NC.

CERTIFICATE

1. Membership in said Professional Limited Liability Company is as required under the provisions of §57D, §55B-2, and §55B-6.
2. All members and employees, who are practicing engineering or land surveying for said Professional Limited Liability Company, are duly licensed to practice such in the State of North Carolina. The names of all such persons are listed and are a part of this Certificate. (Licensed Architects, Landscape Architects, and Geologists of the firm should be listed for record purposes), although these licensed professionals are not within the jurisdiction of this Board.
3. All non-licensed members of the Professional Limited Liability Company are as listed and are a part of this certificate. It is understood that no more than one-third of the members of the Professional Limited Liability Company may be on-licensed.
4. No disciplinary action is pending against any of the persons listed by any jurisdiction.
5. The Professional Limited Liability Company will be operated in accordance with the North Carolina Professional Limited Liability Company Act and the regulations of the North Carolina Board of Examiners for Engineers and Surveyors.
6. All branch offices are listed showing the resident professional licensee.
7. The Board of Examiners will be promptly notified of any change in personnel status contained on this certificate.

AFFIDAVIT AND NOTARIZATION

The undersigned certifies that he or she is (or upon organization, will be) a Member and Manager of the above Professional Limited Liability Company, and is currently licensed with the North Carolina Board of Examiners for Engineers and Surveyors. Further, this application is (or will be) duly authorized by the Managers and Members of said firm, and that the statements made in said application are true and accurate.

Signature

Name (Typed)

NC Professional License No.

Federal Tax ID Number

Sworn to and subscribed before me

this _____ day of _____, 20_____

Notary Public

My Commission expires _____

MEMBERS AND NON-LICENSED MEMBER EMPLOYEES OF:

Name of Professional Limited Liability Company (firm must use "PLLC" after name)

Mailing Address

Physical (street) Address (if different than mailing)

() _____
Telephone

() _____
Fax

_____ E-mail of Primary Contact for Company

A. List Professional Personnel who have Membership and are licensed to practice in North Carolina or another jurisdiction (only the membership of licensees in the professions authorized in NC can be counted):**

** At least one North Carolina PE or PLS must be a Member and Manger for EACH profession the company wishes to offer**

(Indicate by an "X" the status of each person, as applicable)

Name	Profession, License No. & State	Manager**	Member** (Exact Membership Percentage Held)**	Employee

B. List all other Member employees of the firm (this includes licensees in Professions that are not authorized in North Carolina. All non-licensed members must be employees):

Name	Address	Manager (if applicable)	Member (Exact Membership Percentage Held)	Employee

Total Membership by non-licensees (may not exceed one-third) _____%

C. Offices of the Professional Limited Liability Company:

Address	Check Service(s) Offered		List Resident NC licensee for profession(s) offered at each in-state office and/or the NC licensee in responsible charge of each out-of-state location. Resident PE/PLS must comply with NCAC Title 21, Chapter 56, Board Rule .0901(C).	Individuals NC License Number
	Eng	LS		
Main Office	Eng	LS		
Branch Office 1	Eng	LS		
Branch Office 2	Eng	LS		
Branch Office 3	Eng	LS		

For sections A, B, and C, attach additional sheets as necessary.